

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested Recruit/Fill		2. Request Number 22SEPSEK1NV5200052389726	
3. For Additional Information Call (Name and Telephone Number) (b) (6) 202-(b) (6)		4. Proposed Effective Date ASAP	
5. Action Requested By (Name, Title, Signature, and Request Date) (b) (6) HUMAN RESOURCES SPECIALIST (RECRUITMENT & PLA 09-20-2022		6. Action Authorized By (Name, Title, Signature, and Concurrence Date) (b) (6) HUMAN RESOURCES SPECIALIST (RECRUITMENT 09-20-2022	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) NO FIRST NAME NMN	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION**SECOND ACTION**

5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number
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8. Pay Plan	9. Occ.Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization
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EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF YES NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1-USA 8-Other
				50. Veterans Status
				51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	(b) (6)	09-20-2022	D.		
B.	(b) (6)	09-21-2022	E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?

☐ YES

☐ NO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations.

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F - Remarks for SF 50

Notepad Content

Date: 20-SEP-2022

CNIC DCHR endorses the request to recruit the Equal Employment Manager (GS-0260-13) position at Naval District Washington, Washington Navy Yard, DC. The following information (along with required documents attached) is provided:

Position Title: Equal Employment Manager; Position Number: HR680; Pay Plan, Series and Grade: GS-0260-13; Organizational Activity: Naval District Washington, Washington, DC; Work Schedule: Full-time; BUS: 8888; Duty Location and Duty Station Code: Washington, Navy Yard, DC; Payroll Org Code: REGEO; Payroll Office: CH; UIC: 00071; ORG Code: N00EO; BIN/TFMMS: 2770057

CNIC N13 POCs: (b) (6), (202) (b) (6) (b) (6) civ@us.navy.mil

NDW HRO POC: (b) (6), (b) (6) civ@us.navy.mil or (b) (6) (b) (6) civ@us.navy.mil

Date: 21-SEP-2022

Assigned to (b) (6) - (b) (6) civ@us.navy.mil (228) (b) (6) DSN (b) (6)

Job Announcement Number

ST-11661126-22-CLH

Overview

Job Title

EQUAL EMPLOYMENT MANAGER

Agency

Commander, Navy Installations

Open & Closing Dates

09/23/2022 to 09/30/2022

Salary

\$106,823.00 to \$138,868.00 Per Year

Locations

1 vacancy - Washington Navy Yard, District of Columbia

Telework Eligible

Yes - as determined by the agency policy.

Relocation Expenses Reimbursed

Yes - Relocation expenses (i.e. PCS) or relocation incentives as described in 5 USC 5753 may be authorized in accordance with applicable travel regulations.

Work Schedule

Full-time

Promotion Potential

13

Supervisory Status

Yes

Drug Test

No

Trust Determination Process

National security, Suitability/Fitness

Department

Department of the Navy

Hiring Organization

Commander, Navy Region Naval District Washington

Application Count

N/A

Pay Scale & Grade

GS-13

Remote Job

No

Travel Required

Occasional travel - You may be expected to travel for this position.

Appointment Type

Permanent

Service

Competitive

Job Family (Series)

0260 - Equal Employment Opportunity

Security Clearance

Secret

Position Sensitivity And Risk

Noncritical-Sensitive (NCS)/Moderate Risk

Summary

Summary

You will serve as a Deputy Director, Equal Employment Opportunity (DDEEO) to the Commander, Navy Region Naval District Washington. You will provide leadership, guidance and coordination of expert Equal Employment Opportunity (EEO), technical, and consultative services covering all facets of the EEO function of human resources management.

Learn More About This Agency

Marketing Message

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training. From pipefitters to accountants, scientists to engineers, doctors to nurses-the careers and opportunities to make a difference are endless.

Civilian careers-where purpose and patriotism unite!

Marketing Link

<http://www.secnave.navy.mil/donhr/Pages/Default.aspx>

This Job Is Open To

Hiring Paths

Career transition (CTAP, ICTAP, RPL), Federal employees - Competitive service, Individuals with disabilities, Land & base management, Military spouses, Special authorities, Veterans

Hiring Paths Clarification Text

Current or former Interchange Agreement employees, DoD Military Spouse Preference (MSP) eligibles, VEOA eligibles, and 30% disabled veterans.

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Responsibilities

You will ensure the establishment and effective execution of the EEO Program within compliance of governing regulations and Department of the Navy (DON) EEO Program requirements.

You will manage and evaluate the EEO discrimination complaints process at the regional level ensuring that EEO complaints are processed within the requirements set forth by 29 CFR 1614 and EEOC MD 110.

You will work proactively and collaboratively with employees, supervisors/ managers, Office of General Counsel, Agency Representatives, and Human Resources Office staff to achieve resolutions and settlement agreements.

You will develop and deliver regional EEO training on topics such as Prevention of Sexual Harassment, No Fear Act, Reasonable Accommodation, and other mandatory EEO basic training needs for managers, supervisors, and employees.

You will manage the Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD 715) program within the region.

You will monitor and report to Commander, Navy Installation Command (CNIC) on the processing of reasonable accommodations at the regional level.

You will manage Special Emphasis Programs such as (Hispanic Employment Program, Federal Women's Program, People with Disabilities Program, etc.).

You will represent the regional commander at meetings and conferences relating to EEO.

You will provide administrative and technical supervision to the EEO Staff to including planning and setting priorities for completion of work.

Requirements

Conditions Of Employment

Must be a US Citizen.

Must be determined suitable for federal employment.

Must participate in the direct deposit pay program.

New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit e-verify.gov

Generally, current federal employees applying for GS jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. Time-in-grade requirements must be met by the closing date of this announcement.

Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.

Males born after 12-31-59 must be registered for Selective Service.

Per the preliminary nationwide injunction on E.O. 14043, COVID-19 vaccinations will not be implemented or enforced. For more information on vaccine status and workplace safety protocol requirements see Additional Information below.

You will be required to obtain and maintain an interim and/or final security clearance prior to entrance on duty. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a job offer or removal.

You will be required to complete training, obtain, and maintain a government credit card for travel and travel-related purchases.

This position may require travel from normal duty station to CONUS and OCONUS and may include remote or isolated sites. You must be able to travel on military and commercial aircraft for extended periods of time.

Supervisors in the executive branch have a heightened personal responsibility for advancing government ethics. You will be required to review the 14 General Principles of Ethical Conduct at 5 CFR 2635.101.

Qualifications

Your resume must demonstrate at least one year of specialized experience at or equivalent to the GS-12 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: Executing and evaluating a civilian federal equal employment opportunity (EEO) program to include advising on the application of equal employment opportunity (EEO) program requirements and developing strategic initiatives and recommendations for senior leaders.

Additional qualification information can be found from the following Office of Personnel Management web site: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment.

Education

This position doesn't allow for substitution of education.

Additional Information

COVID VACCINATION INFORMATION: To comply with the recent preliminary nationwide injunction on Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees, the Department of the Navy is not taking any action to implement or enforce the COVID-19 vaccination requirement. New hires will need to provide their vaccination status as well as comply with workplace safety protocols related to masking, physical distancing, testing, travel, and quarantine.

This position is covered by the Department of Defense Priority Placement Program.

A relocation incentive is generally a single payment intended to offset some of the relocation costs experienced by the selectee. A relocation incentive may be authorized.

This position is eligible for part time, substantial or ad-hoc telework at the discretion of management.

This position typically works a 40 hour work week.

This position work is sedentary except for occasional brief periods of standing or walking while visiting other offices.

A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.

If you are unable to apply online and request information about the Alternate Application process, please contact the Department of Navy's Employment Information Center.

Federal annuitant information: The selection of an annuitant is subject to the Department of Defense and Department of the Navy policy on the employment of annuitants. Policy information may be found at: <http://www.secnave.navy.mil/donhr/Documents/CivilianJobs/FedCivAnnuitants.pdf>

ICTAP Applicants: To be considered well-qualified and exercise selection priority as an ICTAP candidate, displaced Federal employees must satisfy all qualification requirements for the position and receive a rating in the highly qualified category (score 85) or higher. ICTAP candidates must provide copies of all of the following documentation at the time of application: 1) agency notice; 2) most recent performance appraisal; and 3) most recent SF-50 or notification of personnel action that includes position, grade level, and duty location. Applicants who do not provide this documentation will not receive consideration as an ICTAP candidate. For more information about ICTAP eligibility please review the following link: <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/federal-employees/ictap/>

Military Spouse Preference applicants will receive priority consideration at the Full Performance Level (FPL) and if determined to be Best Qualified at the FPL, and selected, must be placed at the FPL. A BQ military spouse possesses knowledge, skills, abilities, and competencies comparable to others who meet the competitive referral criteria for the specific position.

Benefits Link

<http://www.secnave.navy.mil/donhr/Benefits/Pages/Default.aspx>

How You Will Be Evaluated

How You Will Be Evaluated

In order to qualify for this position, your resume must provide sufficient experience and/or knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

When the application process is complete, we will review your resume to ensure you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and responses to the Occupational Questionnaire, along with your supporting documentation to determine your ability to demonstrate the following competencies:

- EQUAL EMPLOYMENT OPPORTUNITY
- ORAL COMMUNICATION
- PARTNERING
- REASONING

You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation.

If after reviewing your resume and supporting documentation, a determination is made that you inflated your qualifications and/or experience, your score may be adjusted to more accurately reflect your abilities or you may be found ineligible/not qualified.

Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

All eligibility, qualifications, and time-in-grade requirements must be met by the closing date of this announcement.

Required Documents

Required Documents

You are required to provide documentation that supports the eligibility and qualification claims made in your resume and assessment questionnaire. You must submit the applicable documents listed here and those listed with the eligibilities you select in the announcement questionnaire with your application package. Applicants who do not provide supporting documentation that fully support their claims will not be referred to the hiring manager. Cover letter is optional.

A complete resume is required. Your resume must show relevant experience, job title, duties and accomplishments. Your resume must show complete information for each job entry to support minimum qualifications. The following information should be provided in your resume, but it is acceptable to provide elsewhere in your application package: employer's name, starting and end dates (Mo/Yr), hours per week, and pay plan, series and grade level (e.g. GS-0201-09) for relevant federal experience. TIP: A good way to ensure you include all essential information is to use the Resume Builder in USAJOBS to create your resume.

Are you applying for a promotion? To be considered for a promotion, you must provide SF-50(s) that shows that you have held the next lower GS grade for at least one year. SF-50s that have an effective date within the past year (e.g., General Adjustment SF-50 from this year or Within Rate/Grade Increases (WRI/WGI) SF-50 within a year) do not clearly show that you meet the one-year time-in-grade requirement. That means if you submit an SF-50 that is dated within the last year, you must submit another SF-50 that is dated more than one year ago to clearly demonstrate you meet the time-in-grade requirements. If you are a DoD employee, you can obtain a copy of your SF- 50(s) from [MyBiz](#).

Are you a veteran claiming 5-point veterans' preference or claiming sole survivorship preference? You must submit a copy of your latest DD-214 Certificate of Release or Discharge from Active Duty (any copy that shows all dates of service, as well as character of service [Honorable, General, etc.] is acceptable) OR a VA letter that shows dates of service or service connected disability AND character of service. If you have more than one DD-214 for multiple periods of active duty service, submit a copy for each period of service. If you were issued a DD-215 to amend aforementioned information on the DD-214 you must submit that too. If you are not sure of your preference eligibility, visit the Department of Labor's website: [Veterans' Preference Advisor](#)

Are you a disabled veteran or claiming 10-point veterans' preference?

If you are eligible to claim 10 point veterans preference you must submit a DD-214 Certificate of Release or Discharge from Active Duty as described above for 5-point preference.

You must also provide the applicable supporting documentation of your disability (e.g. disability letter from the VA) as described on Standard Form-15 (SF-15): http://www.opm.gov/forms/pdf_fill/SF15.pdf.

Are you an active duty service member? Active Duty Service Members are required to submit a statement of service printed on command letterhead and signed by the command. The statement of service must provide the branch of service, rate/rank, all dates of service, the expected date of discharge and anticipated character of service (Honorable, General, etc.).

Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents contain personal information such as SSN and DOB and some documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove said personal information before you submit your application. You must provide an un-sanitized version of the documents if you are selected.

How To Apply

How To Apply

Click the Apply Online button to create an account or log in to your existing USAJOBS account.

To apply for this position, you must provide a complete Application Package which includes:

1. Complete resume with relevant experience, job title, duties and accomplishments. Your resume must show complete information for each job entry to support minimum qualifications. The following information should be provided in your resume, but it is acceptable to provide elsewhere in your application package: employer's name, starting and end dates (Mo/Yr), hours per week, and pay plan, series and grade level (e.g. GS-0201-09) for relevant federal experience. TIP: A good way to ensure you include all essential information is to use the Resume Builder in USAJOBS to create your resume.
2. Complete assessment questionnaire. For a quick preview of the assessment questionnaire click here: <https://apply.usastaffing.gov/ViewQuestionnaire/11661126>
3. Supporting documentation

Failure to submit a complete application package will result in an ineligible rating and loss of consideration.

Your complete application (resume, assessment questionnaire, and all supporting documents) must be received by 11:59 pm Eastern Standard Time (EST) on 09/30/2022. Applications received after 09/30/2022 will generally result in an ineligible rating and loss of consideration. If more than one resume is received, only the last resume received and processed will be reviewed.

Note: To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account: <https://mydon.usajobs.gov/Account/Login> select Application Status, and click on the more information link under the application status for this position. Your uploaded documents may take several hours to clear the virus scan process so please plan appropriately.

You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

Do not email or send hard copy resumes/applications to the Contact Information or Agency Information listed in this vacancy announcement. All resumes/applications received at the addresses listed in the Contact Information or Agency Information will be destroyed and will not be considered for this vacancy announcement.

It is the applicant's responsibility to verify that all information in their resume and documents are legible and accurate. HR will not modify answers/documents submitted by an applicant.

Agency Contact Information

Questions About This job

Department of Navy EIC
Email: doneic@us.navy.mil

Agency Information

HDQTRS NDW
2691 Mitscher Road SW
Washington, DC 20373

Next Steps

When the application process is complete, your complete application (resume, assessment questionnaire, and all supporting documents) will be reviewed to determine if you meet the hiring eligibility and qualification requirements for which you requested consideration. You will be rated based on the information provided in your resume and responses to the questionnaire, along with your supporting documentation to determine your level of knowledge, skill, and ability related to the job requirements.

Generally, only best qualified candidates will be referred to the hiring manager. Sometimes well qualified and minimally qualified candidates are referred. Occasionally, candidates eligible for priority consideration are referred, and no other candidates are referred.

The hiring manager may choose to conduct interviews.

You will be notified of our rating and referral decision. If you are referred, you will be notified when a hiring decision is made.

NOTE: Due to COVID19, if you have any questions or need assistance, please email the DON Employment Information Center at DONEIC@us.navy.mil

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/679008700>

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. HR680	
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqrs <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Washington Navy Yard, DC	
6. OPM Certification No.				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests	
9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	
12. Sensitivity <input type="checkbox"/> 1 Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive				13. Competitive Level S000		14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code	
a. U.S. Office of Personnel Management							
b. Department, Agency or Establishment		Equal Employment Manager		GS		0260	
c. Second Level Review							
d. First Level Review							
e. Recommended by Supervisor of Initiating Office							
15. Organizational Title of Position (if different from official title) Deputy Equal Employment Opportunity Officer				17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment Department of the Navy				c. Third Subdivision Total Force Manpower and Personnel (N1)			
a. First Subdivision Commander, Naval Installations Command (CNIC)				d. Fourth Subdivision EEO Office (N131)			
b. Second Subdivision Commander Navy District Washington				e. Fifth Subdivision			
19. Employee Review--This is an accurate description of the major duties and responsibilities of my position				Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor (b) (6) Human Resources Director CNIC, CNDWI				b. Typed Name and Title of higher-Level Supervisor or Manager (Optional)			
Signature //Electronically Signed//		Date: 05/06/2015		Signature		Date	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position OPM Position Classification Standard for Equal Employment Opportunity Series, GS-0260, TS-49, November 1986; GSSG, HRCD-5 06/1998			
a. Typed Name and Title of Official Taking Action (b) (6) Director, OCHR Stennis Ops Ctr OCHR HRCP, EXECUTIVE AGENT				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature: (b) (6)		Date: 6/23/15					
23. Position Review		Initials		Date		Initials	
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remark This is a HRCP Senior Level position and must be classified and recruited via the Executive Agent. Please forward action to inbox NV_HRCP							
UIC: 00171 ORG: N131 CC: REGCJ BUS: 8888 BIN: 2770057 POID: CH SOID: 2417 MC: NV52 GEOLOC: 110400001							
Position is at full performance level.							
25. Description of Major Duties and Responsibilities (See Attached)							

Equal Employment Manager GS-260-13

INTRODUCTION:

The primary purpose of this position is to serve as the Deputy Equal Employment Opportunity Officer (DEEOO) to the Commander, Navy Region Naval District Washington. The position is located in the regional Human Resources Office (HRO) and reports to the Human Resources Director, but has direct access to the Regional Commander and installation Commanding Officers. The incumbent provides leadership, guidance and coordination of expert Equal Employment Opportunity (EEO), technical, and consultative services covering all facets of the equal employment opportunity function of human resources management.

MAJOR DUTIES AND RESPONSIBILITIES:

In compliance with governing regulations and Department of the Navy (DON) EEO Program requirements, the DEEOO is responsible for ensuring the establishment and effective execution of the EEO Program that includes the following:

Develop, coordinate, monitor, and provide direction for the regional EEO program;

Manage and evaluate the EEO discrimination complaints process at the regional level ensuring that EEO complaints are processed within the requirements of set forth by 29 CFR 1614 and EEOC MD 110. The DEEOO works proactively and collaboratively with employees, supervisors/managers, Office of General Counsel, Agency Representatives, and HRO functional staff, to achieve resolutions and settlement agreements, whenever feasible.

Develop and deliver regional EEO training on such topics as Prevention of Sexual Harassment, No Fear Act, Reasonable Accommodation, and other mandatory EEO basic training needs for managers, supervisors, and employees.

Manage the Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD 715) program within the region. This includes monitoring, reporting, and conducting the requisite analysis required to establish a model EEO program. Additionally, the incumbent develops the annual MD 715 program status report and forward it to Commander, Navy Installations Command (CNIC) as directed.

Monitor and report to CNIC, as necessary, on the processing of reasonable accommodations at the regional level.

Manage Special Emphasis Programs execution within the region to include the Hispanic Employment Program, Federal Women's Program, People with Disabilities Program and all other special emphasis areas such as the Black/African American Program, American Indian/Alaska Native Program, Asian American/Pacific Islander Program, Disabled Veteran Affirmative Action Program (DVAAP), and the Federal Equal Opportunity Recruitment Program (FEORP).

Represent the regional commander at meetings and conferences relating to EEO. Serves as the subject matter expert on the EEO Program and promotes the ideals of a Model EEO workplace.

Provide administrative and technical supervision to the EEO Staff to including planning and setting priorities work for completion of work. Assigns work to subordinates based on priorities and evaluates performance through development of measurable performance objectives, providing periodic feedback throughout the rating year. The DEEOO provides instruction, advice and counsel to subordinates on work and administrative matters; approves leave, interviews candidates for positions in the EEO department and makes recommendations for selection. The DEEOO also is responsible for resolving internal workplace disputes within the EEO division and taking appropriate disciplinary actions for infractions that support warnings and reprimands while serving as recommending official for more serious offenses warranting actions such as suspension, termination/removal. The DEEOO identifies developmental and training needs of subordinates.

FACTORS

Factor 1 - Knowledge Required by the Position

Knowledge and ability to provide positive support through expert advice and assistance to management officials in carrying out an effective EEO program. Ability to identify and resolve systemic and/or institutional barriers that limits participation of any group within the workforce. Plans, organizes, develops, and staffs proposals that provide for an efficient Affirmative Employment Program including efficient and timely EEO complaint processing. Coordinates subjects of common interest with the Civilian Human Resources Director, Staff Judge Advocate/Counsel, and the Inspector General.

In-depth knowledge of Federal EEO principles, concepts, laws, regulations and policies dealing with employment discrimination to include understanding of precedent case law and the ability solving difficult EEO problems.

Broad general knowledge of Federal Personnel policies and practices including administrative appeal processes and grievances, labor relations, employee relations, position classification, recruitment and selection which permits the EEO specialist to identify potential problems affecting EEO and to develop recommendations to correct those problems.

Skill in developing an evaluation system to determine overall effectiveness of the progress of subordinate organizations in meeting affirmative employment goals.

Skill in EEO program management including administration, problem solving, and acquiring appropriate resources (people, materials, and funding) for operation of an efficient and effective EEO program.

Advanced skills in oral and writing communications.

Factor 2- Supervisory Controls

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes, scope of the assignment including possible stages, and possible approaches. The employee determines the most appropriate principles, practices, and methods to apply in all phases of assignments, including the approach to be taken, degree of intensity, and depth of research. Manages and interprets regulations on his/her own initiative, applies new methods to resolve complex and/or controversial, or unprecedented issues and problems, and resolves most of the conflicts that arise; and keeps the supervisor informed of progress and potentially controversial matters. The supervisor reviews completed work for soundness of overall approach and effectiveness in meeting requirements.

Factor 3- Guidelines

Guidelines, include law: Executive Orders, Office of Personnel Management (OPM), Department of Defense (DOD), DON regulations and directives, EEOC Management Directives, and policy statements pertaining to equal employment opportunity. The employee utilizes such information to develop policies, procedures, and methods for others to use throughout the region.

Factor 4- Complexity

Plans, directs, and systematically evaluates the EEO program. Advisory responsibilities include direct participation in decisions to set comprehensive goals and objectives supportin equal employment opportunity in the workplace. The array of EEO complaints may involve a wide range of allegations of discrimination based on race, color, sex, religion, national origin, age, genetic information, physical/mental disability, or reprisal from the employee's prior involvement in an EEO related activity. The work requires a high degree of judgment in analyzing and recommending solutions to management problems that adversely affect EEO program management. The work also requires sound technical decisions in difficult and complex complaint cases; identifying priorities for effective EEO program management; and advising management on developing specific Affirmative Employment Program Plans. Incumbent provides comprehensive analysis of EEO operations, workforce demographics, policies, procedures, and practices to ascertain, define the scope, and recommend corrective action for identified barriers to full participation of any group in the workforce.

Factor 5- Scope and Effect

The work involves staff responsibility for all EEO functions. This includes developing, overseeing, and implementing effective EEOC MD-715 EEO Program Assessments which meet EEOC and DON requirements, special emphasis programs, processing of EEO complaints, analyzing and evaluating employment policies and practices, and making recommendations to solve difficult and systemic EEO problems within the region.

Factor 6- Personal Contacts

Personal contacts with CNIC Headquarters, regional HRO staff, supervisors, managers, political officials, union representatives, and other Federal agencies at local and headquarters levels. Each contact varies in position and authority and as such, the incumbent must ensure each party role is established during the course of the contact.

Factor 7- Purpose of Contacts

Contacts are used to resolve difficult and emotionally charged problems, ranging from individual complaints to systemic EEO problems; to obtain agreement and/or necessary action on the part of installation commanders, staff office chiefs, supervisors/managers or union officials regarding application of EEO in the workplace. Contact with community leaders and/or affinity groups are established to keep them informed of EEO program goals, solicit their recommendations for enhancing opportunities, and seek their support for efforts such as recruitment, outreach, and regional sponsored EEO awareness activities.

Factor 8- Physical Demands

Work is sedentary except for occasional brief periods of standing or walking while visiting other offices.

Factor 9- Work Environment

The work is performed in an office setting.

**Human Resources and
Equal Employment Opportunity
Career Program
Recruitment & Hiring Guide**

**Department of the Navy
Office of Civilian Human Resources**

July 2019





DON HR and EEO Career Program Recruitment & Hiring Guide

Table of Contents

INTRODUCTION AND PURPOSE	3
POSITIONS COVERED	3
ROLES & RESPONSIBILITIES	3
PROGRAM MANAGEMENT AND EXECUTION	6
CLASSIFICATION	6
CHANGES TO ORGANIZATION STRUCTURE	6
RECRUITMENT	6
CANDIDATE EVALUATION	7
ADVISORY AND SELECTION PANELS	7
INTERVIEW GUIDELINES	8
MAKING SELECTIONS	8
ANNOUNCING CAREER PROGRAM SELECTIONS	9
ACTIONS REQUIRING OCHR APPROVAL	9



DON HR and EEO Career Program Recruitment & Hiring Guide

Introduction and Purpose

The Deputy Assistant Secretary of the Navy, Civilian Human Resources (DASN (CHR))/Director, Office of Civilian Human Resources (OCHR) develops, executes, sustains, and oversees a viable civilian Human Resources (HR) and Equal Employment Opportunity (EEO) career program for the Department of the Navy (DON), herein referred to as “Career Program.” The Career Program is governed by Secretary of the Navy Instruction (SECNAVINST) 12250.6B, dated January 4, 2019.

The Career Program is the key mechanism through which we ensure a sound framework is in place to recruit and select the best talent into primary leadership and managerial positions within the HR and EEO community. Being a leader within the community requires the talent and skill to translate vision into action and results, and the ability to energize and inspire the employees with whom they serve. Leaders must be experts in their field, ideally with expertise in multiple HR and EEO disciplines, and be able to manage resources and information systems. Additionally, leaders and managers must have sound technical expertise, business acumen, political savvy, strategic perspective, and understanding of our fiscal environment and associated fiduciary responsibilities.

This Program Guide delegates authorities, assigns responsibilities, and provides general guidance for the implementation, administration, and management of the Career Program.

Positions Covered

- Directors Civilian Human Resources (DCHR)
- Deputy Directors Civilian Human Resources (DDCHR)
- Human Resources Directors (HRD)
- Human Resources Deputy Directors (HRDD)
- Human Resources Satellite Managers
- Directors, Equal Employment Opportunity (DEEO)
- Deputy Directors, Equal Employment Opportunity (DDEEO)
- Director, Office of Equal Employment Opportunity
- OCHR Operations Center Directors
- OCHR Operations Center Deputies
- OCHR Operations Center Staffing Department Heads (Code 50)
- All positions classified at the GS-0201-15 level or equivalent

Roles and Responsibilities

DASN (CHR)/Director, OCHR, is the DON HR and EEO Functional Community Manager. The DASN (CHR)/Director, OCHR, is responsible for:

- Developing, executing, sustaining and overseeing a viable Career Program, to include exercising classification authority and overseeing the recruitment, referral, panel and selection processes for covered positions.
- Assessing the health of the HR/EEO community.
- Providing leadership and strategic planning for HR and EEO development programs.
- Serving as the principal advisor to the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) for planning, formulating, issuing, communicating and



DON HR and EEO Career Program Recruitment & Hiring Guide

assessing DON civilian human resources and equal employment opportunity programs and workforce development issues, concerns and strategies.

- Overseeing and/or delegating authorities as appropriate to include:
 - Classifying/recertifying all Career Program positions prior to filling.
 - Serving as the approving official for the general composition of advisory and selection panels for Career Program positions in the GS-201/260 job series.
 - Serving as the foundational director for program infrastructure and resources to sustain program support requirements, staff and information technology.
 - Appointing a chair from the Executive Committee for DCHR and other key Career Program vacancies at the GS-201-15 level.

Director, HR Policy and Programs, OCHR has responsibility for DON HR policy development and interpretation as well as oversight of DON-wide programs including Labor and Employee Relations, Staffing and Classification, Civilian Workforce Development and Assessments and Workforce Inquiries. Additionally, Career Program responsibilities include:

- Assessing the Career Program through the OCHR assessment process.
- Developing and disseminating training and workforce development strategies for the community.
- Championing development opportunities and assignments for the community.

Director, HR Operations, OCHR serves as the central link between policy and operational execution. Responsibilities include:

- Overseeing the execution of the Career Program.
- Approving/ disapproving actions requiring authorization or exceptions to program requirements.
- Providing oversight and authorization of the execution of financial and other resources.
- Overseeing the Career Program structure, framework, and requirements.
- Approving or disapproving the hiring of reemployed annuitants into Career Program positions.

Director, OCHR Stennis Operations Center is designated as the Career Program executive agent and is responsible for:

- Performing all program management and program execution requirements.
- Designating and staffing a Career Program Manager position.
- Advising senior military and civilian management officials on the process for filling Career Program positions.
- Receiving all requests for recruitment and classification.
- Exercising delegated classification authority for all Career Program General Schedule (GS) positions and providing advisories on alternate pay system position descriptions (PDs).

Director, Office of Equal Employment Opportunity is responsible for:



DON HR and EEO Career Program Recruitment & Hiring Guide

- Providing EEO advice and guidance to the DASN (CHR)/Director, OCHR.
- Ensuring a fair and equitable method of evaluating and assessing EEO candidates.
- Serving as, or designating an alternate for, panel chair for DEEO positions.
- Approving the composition of advisory and selection panel members for GS-0260 series positions covered under this guide (i.e. DEEO and DDEEO).
- Providing advice and input on requests for Career Program exceptions for DEEO and DDEEO positions.

CHR & OCHR Senior Executives and OCHR Operations Center Directors are responsible for:

- Serving as or designating an alternate OCHR representative to chair panels for Career Program positions covered by SECNAV Instruction 12250.6B (with the exception of DEEO positions identified above).
- Coordinating panel composition.
- Convening panels and ensuring candidates referred are evaluated against documented criteria.
- Coordinating interviews.
- Ensuring reference checks are conducted either by the panel or the Selecting Official.
- Making recommendations to the Selecting Official on behalf of the panel.
- Maintaining panel notes and criteria used to evaluate the candidates referred, and ensuring panel documents are provided to the executive agent for the master recruitment file.

Heads of Major Commands are responsible for:

- Coordinating with the DCHR to ensure compliance with Program Guide policy and procedures and ensuring adherence to the requirements of SECNAV Instruction 12250.6B.
- Ensuring that funds are available for Permanent Change of Station (PCS) and/or appropriate relocation expenses when filling certain HR and EEO leadership positions in accordance with provisions outlined in SECNAV Instruction 12250.6B.
- Offering relocation incentive assistance, as appropriate, when filling any Career Program positions within their organizations.

DCHRs and DEEOs are responsible for ensuring compliance of this Program Guide within their organizations, providing supplemental guidance as required.

Activity Heads are responsible for ensuring senior managers and supervisors are in compliance with this program guide when participating on advisory or selection panels as customer representatives for the Career Program. They are encouraged to support leadership development and continuous learning opportunities for those in Career Program positions.

Program Management and Execution



DON HR and EEO Career Program Recruitment & Hiring Guide

Classification

The executive agent exercises delegated classification authority for all Career Program GS positions. The executive agent does not exercise classification authority over positions in alternate personnel systems. Advisories may be provided on request. All Career Program PDs must be reviewed prior to recruitment.

For classification, reclassification, recertification and advisories, the following must be submitted via the appropriate chain (e.g., DCHR's office, etc.) to the executive agent at inbox ***NV_HRCP***:

- PD coversheet
 - Fillable OF-8 (for GS positions) – Complete all blocks **EXCEPT blocks 1, 15b, 21 and 22**
 - Digital signature in block 20a
 - Block 24 must specify that the position is a Career Program position
 - Alternate personnel system equivalent position, job grading and classification information
- PD
- Organizational chart
- Any additional supporting documentation, including any supporting information or approvals that may be required by the organization.

Changes to Organization Structure

HR and EEO organization structures were approved as part of HR service delivery. Changes to the organization structure require approval through the Fact and Justification (F&J) process. The F&J, organization chart and other supporting documentation must be submitted by no lower than the DCHR to the Director, HR Operations, OCHR and no lower than the DEEO to the Director, Office of Equal Employment Opportunity for approval.

Recruitment

Career Program recruitment is initiated by submitting a Request for Personnel Action (RPA) to the executive agent inbox, "***NV_HRCP***": regardless of the servicing OCHR Operations Center. Career Program positions are typically filled through competitive procedures. If an organization wishes to detail, temporarily reassign, or temporarily promote, NTE 120 days, an individual to a Career Program position, a RPA must be submitted to the executive agent. Individuals must meet all qualification requirements to be temporarily reassigned or temporarily promoted. Details, temporary reassignments and temporary promotions are for ensuring continuity of operations, not to assist potential candidates in qualifying for Career Program positions.

The following key tenets and requirements apply when filling all Career Program positions:

- When determining the appropriate area of consideration (AOC), Selecting Officials should select an AOC that will provide for an adequate candidate pool. Selecting Officials are encouraged to engage the executive agent for advice on selecting the appropriate AOC.



DON HR and EEO Career Program Recruitment & Hiring Guide

- Positions shall be opened at a minimum DON-wide.
- Recruitments with an AOC broader than DON-wide will include consideration of candidates eligible for appointment under Schedule A, 5 CFR 213.3102(u), persons with a disability.
 - To ensure consistent evaluation of candidates, standard assessment questionnaires are used. The assessment questionnaires are comprised of competencies and items from the DON 0201 and 0260 series competency networks. Competencies and items cannot be modified without approval from the Director, HR Operations, OCHR.
 - Announcements are posted on USAJOBS.gov in accordance with Navy policy.
 - The executive agent will send an e-mail announcing Career Program job postings to current Career Program members.
 - Individual announcements will be posted for a minimum of 7 calendar days.
 - Positions are generally filled at the full-performance level. Exceptions to fill at a lower level must be approved by the Director, HR Operations, OCHR via the executive agent.
 - Priority Placement Program (PPP) matches are handled in accordance with the Department of Defense (DoD) PPP Handbook requirements.
<http://www.cpms.osd.mil/Content/Documents/PPPHandbook.pdf>
 - The executive agent has final authority on all qualification determinations.

Certificates of Eligibles are issued to the Selecting Official and panel chair. If there are fewer than three candidates on the Certificate, the assigned recruiter will notify the Selecting Official and Panel Chair. In these instances, the position will normally be re-advertised for a longer period of time and/or with a broader AOC. Requests by the Selecting Official to consider fewer than three candidates will be referred to the DCHR for concurrence.

In the event that a noncompetitive candidate who did not apply for the position wishes consideration, the following is required:

- Résumé must be submitted to the Career Program executive agent for qualifications determination and impact on any additional PPP clearing requirements.
- If qualified, the résumé will be provided to the Selecting Official and Panel Chair for further consideration provided a selection has not already been made.

Candidate Evaluation

Following issuance of the Certificate of Eligibles, the panel is responsible for evaluating the candidates referred. The criteria for evaluating candidates should be determined prior to issuance of the certificate and résumés. All candidates referred must be evaluated against the same job-related criteria. Evaluation is based on the résumé referred, information obtained through the interview process and reference checks.

Advisory and Selection Panels

Advisory and Selection Panels are convened in order to establish and maintain consistent practices for Career Program selections.

- The executive agent will email the Selecting Official (in advance of or while the



DON HR and EEO Career Program Recruitment & Hiring Guide

- announcement is open) requesting names of panel members or alternates.
- The executive agent issues the following to the Advisor/Selection Panel Chair: Certificate of Eligibles; résumés; Advisory Selection Panel Information Sheet; Selection Panel Requirements; and the Statement of Understanding.
 - All panels must be chaired by an OCHR representative. Additional representatives from within OCHR or the HR and EEO community may be added as deemed appropriate.
 - Panel interviews are to be conducted within two-weeks from receipt of certificate. Therefore, it is important to ensure panel members or alternates are available during the two-week window.
 - Extensions of certificates should be rare versus the norm.
 - The Panel Chair shall approve the proposed panel members in accordance with the panel composition parameters outlined in this Program Guide, and input from the Selecting Official.
 - The Director, Office of EEO, shall serve as the Panel Chair when filling all DEEO positions and as a Panel Chair or member for DDEEO positions unless otherwise re-delegated.
 - The Panel Chair will designate an EEO representative. The EEO representative may be from among the panel members or may be an external non-voting observer of the panel not involved in the selection process. An EEO professional by occupation is not required.
 - Panel members must be at the same grade level (equivalent) or higher than the position being filled.
 - There shall be no fewer than three panel members for the position being filled.
 - Panels must include one or more customer representative, ensuring appropriate diversity of thought and organizational needs.
 - Completed panel packages must be forwarded to the executive agent.

Interview Guidelines

Interviews are a standard step in the competitive process for filling Career Program positions. Interviews should be based on structured interview principles and guidelines. The Panel and/or Selecting Official have the option of conducting more than one round of interviews. For additional information on structured interviews, please refer to OPM's "Structured Interviews: A Practical Guide."

<https://www.opm.gov/policy-data-oversight/assessment-and-selection/structured-interviews/guide.pdf>

Making Selections

Reference checks are a required component of the Career Program competitive selection process. Valuable information is often obtained through checking applicant references. Once a decision is rendered, the Selecting Official proceeds with making selections along with any alternate selections.

- The Selecting Official notifies the Panel Chair of the selectee or if no selection will be made.
- If a selection is made, the Selecting Official makes the selection in Selection Manager. The primary selection and any alternate selections shall be noted in the system.
- If a geographic move is required, the Selecting Official works with the executive agent staff

DON HR and EEO Career Program Recruitment & Hiring Guide

on any applicable negotiations, paperwork/authorization for the PCS and/or relocation incentive.

- In cases where no selection is made, the Selecting Official notifies the executive agent recruiter to discuss plans for a subsequent recruitment.
- The Panel Chair provides completed copies of the panel package to the executive agent along with other applicable information.

Announcing Career Program Selections

When the selectee reports to their new position, the selection will be announced to the community as a sign of recognition and achievement. The key process steps include:

- The executive agent extends the job offer and compiles a brief bio from the selectee's résumé and forwards to the DASN (CHR)/Director, OCHR via the Director, HR Operations, OCHR.
- The DASN (CHR)/Director, OCHR, or designee, sends an e-mail to community leaders after the effective date of the action.
- The executive agent is responsible for updating and distributing the HR/ EEO command contact list.

Actions Requiring OCHR Approval

The positions covered under the Career Program represent our primary leaders and managers within the HR/ EEO career field. Due to the criticality of their roles, responsibilities and long-term impact on the organizations in which they serve, a standard approach was devised for establishing and filling Career Program positions. On behalf of the DASN (CHR)/Director, OCHR, the Director, HR Operations, OCHR is the approval authority for all exceptions. Actions requiring approval and submission requirements are as follows:

- Actions requiring OCHR approval via the executive agent:
 - Establishing a new Career Program position.
 - Upgrading existing Career Program positions to the GS-0201 or GS-0260-15 level or equivalent.
 - Competition less than an AOC DON-wide.
 - Management Identification of Candidates (MIOC).
 - Requests to appoint a non-competitive candidate absent competitive procedures.
 - Requests to appoint reemployed annuitants.
 - Requests for temporary actions (detail, reassignment NTE, promotion NTE) in excess of 120 days.
 - Requests to change the HR and EEO organization structure or reporting alignment through the F&J process.
 - Requests to fill positions at less than the full performance level.
- Submission Requirements:
 - Requests must be submitted at a level no lower than DCHR or DEEO
 - For EEO, request must be submitted via the Director, Office of EEO.
 - Must contain:



DON HR and EEO Career Program Recruitment & Hiring Guide

- Recruitment history, endorsement letters, and other information substantiating the request to include additional documentation requirements for annuitant requests.
 - Outline of the business case for the request.
 - PD and organization chart for actions requesting new Career Program positions and/or upgrades of positions.
- The Director, HR Operations, OCHR provides final written approval/disapproval of the request and forwards to the requestor.



ADVISORY SELECTION PANEL MEMBER INFORMATION SHEET

PANEL DATE: TBD
VACANCY ANNOUNCEMENT NUMBER: ST-11661126-22-CLH
ACTIVITY: CNIC, NDW
PAY PLAN/SERIES/GRADE: GS-0260-13

The following individuals have been designated to participate on this selection panel. The panel has been established to determine which candidate best meets the needs of the command/activity and customer requirements.

OCHR REP:

(b) (6), Deputy Director, OCHR Stennis Operations Center, Phone: (228) (b) (6), email: (b) (6).civ@us.navy.mil

SELECTING OFFICIAL REPRESENTATIVE:

(b) (6), Director, N9 Fleet and Family Readiness, Commander Navy Installations Command (CNIC), Naval District Washington (NDW), Office: (202) (b) (6) email: (b) (6) 10.civ@us.navy.mil

COMMAND REP:

(b) (6), DEEOO, Commander Navy Installations Command (CNIC), Headquarters office: 202-(b) (6), (b) (6).civ@us.navy.mil

CUSTOMER REP:

(b) (6), Associate Counsel, Office of General Counsel, Commander Navy Installations Command (CNIC), Naval District Washington (NDW), Office: 202-(b) (6) email: (b) (6).civ@us.navy.mil

(b) (6), Associate Counsel, Office of General Counsel, Commander Navy Installations Command (CNIC), Naval District Washington (NDW), Office: (202) (b) (6), email: (b) (6).civ@us.navy.mil

** During interviews, (b) (6) recused herself and another NDW Associate Counsel, (b) (6), conducted interviews on her behalf.

PANEL DATE	December 7 - 8, 2022
LOCATION OF PANEL	MS Teams
EEO REPRESENTATIVE	(b) (6)

(b) (6)

CIV USN COMNAVDIST DC (USA)

From: (b) (6) CIV USN COMNAVDIST DC (USA)
Sent: Wednesday, September 28, 2022 4:12 PM
To: (b) (6) CIV USN CNIC WASHINGTON DC (USA)
Subject: RE: Selection Official for NDW EEO Director
Signed By: (b) (6) .civ@us.navy.mil

Perfect! I'm going to let (b) (6) know I will be out next week and see if she can issue the cert directly to you. I don't want to slow down this process, and you will be doing all of the initial heavy lifting anyway!

V/r

(b) (6)

From: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6) .civ@us.navy.mil>
Sent: Wednesday, September 28, 2022 3:50 PM
To: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6) .civ@us.navy.mil>
Subject: RE: Selection Official for NDW EEO Director

Hi (b) (6),

See attached revision. Let me know how I can help further, thanks!

Very Respectfully,

(b) (6)

Director, EEO/D&I
U.S. Department of the Navy
Commander, Navy Installations Command (CNIC)
Equal Employment Opportunity/Diversity & Inclusion N00EO
716 Sicard Street, Bldg 111
Washington, DC 20388
☎ 202-(b) (6) – Cell
(b) (6) .civ@us.navy.mil

Is your record correct? Check in MyBiz+: <https://compo.dcpds.cpms.osd.mil/>

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From: (b) (6) CIV USN COMNAVDIST DC (USA) (b) (6) .civ@us.navy.mil>
Sent: Wednesday, September 28, 2022 12:24 PM
To: (b) (6) CIV USN CNIC WASHINGTON DC (USA) (b) (6) .civ@us.navy.mil>
Subject: RE: Selection Official for NDW EEO Director

Looks great!! Only tweak is for the panel- can you change the "Selecting official representative" to be (b) (6) ? I don't plan on sitting in on the first panel, only the second round. The other document is perfect.

From: (b) (6) N CIV USN CNIC WASHINGTON DC (USA) (b) (6) .civ@us.navy.mil>
Sent: Wednesday, September 28, 2022 12:21 PM
To: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6) .civ@us.navy.mil>
Cc: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6) .civ@us.navy.mil>
Subject: RE: Selection Official for NDW EEO Director

Good afternoon (b) (6)

I've completed the Panel selection form and Panel criteria forms as requested. Please review and, if you have no further edits/comments/questions, could you please send to (b) (6) ? Thank you!

Very Respectfully,

(b) (6)

Director, EEO/D&I
U.S. Department of the Navy
Commander, Navy Installations Command (CNIC)
Equal Employment Opportunity/Diversity & Inclusion N00EO
716 Sicard Street, Bldg 111
Washington, DC 20388
☎ 202-(b) (6) – Cell
(b) (6) .civ@us.navy.mil

Is your record correct? Check in MyBiz+: <https://compo.dcpds.cpms.osd.mil/>

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From: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6) .civ@us.navy.mil>
Sent: Wednesday, September 28, 2022 11:16 AM
To: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6) .civ@us.navy.mil>; (b) (6) ,
(b) (6) CIV USN (USA) <(b) (6) .civ@us.navy.mil>
Subject: RE: Selection Official for NDW EEO Director

(b) (6) , (b) (6) -

Here are the updates we discussed:

Round 1 – HR Career Program Panel

- Resume Review
- Rate/ Rank
- Interview

- Provides top 3 candidates not in any order to the selecting official

Round 1 members:

- (b) (6)
- (b) (6)
- (b) (6)
- (b) (6)

Round 2

- Fit
- Leadership style
- Background
- Speaking style

Round 2 members:

- NDW ED
- NDW HRD
- NDW COS

(b) (6) – reference checks
(b) (6) is completing the forms for the needs and panel information

Command needs- verbal/ written skills, data analysis/ presentation, ability to be proactive in identifying trends and recommendations to management (e.g. command wide training, changes to a process, etc.)

Post selection NDW ED will email All Hands to communicate selection.

Thank you for your support!

V/r

(b) (6)

From: (b) (6) CIV USN (USA) <(b) (6).civ@us.navy.mil>
Sent: Tuesday, May 3, 2022 6:37 AM
To: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6).civ@us.navy.mil>
Cc: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6).civ@us.navy.mil>
Subject: RE: Selection Official for NDW EEO Director

PERFECT!!

We are here to support.

V/r

(b) (6)

From: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6).civ@us.navy.mil>
Sent: Monday, May 2, 2022 2:46 PM
To: (b) (6) CIV USN (USA) <(b) (6).civ@us.navy.mil>

Cc: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6) .civ@us.navy.mil>

Subject: RE: Selection Official for NDW EEO Director

(b) (6),

Thanks again for your advice and support on this critical hiring. (b) (6) and I have discussed at length and agreed to the below. Are you comfortable with this plan for the interview panels/ recruitment process?

- Resume/ Round 1 Interview Panel:
 - o Panel chair: (b) (6)
 - o GS 14/15 260/360 SME outside of CNIC: (b) (6)
 - o 2 GS 14/15 equivalent one as command rep, another that NDW supports: (b) (6) (NDW OGC team) as command rep; CAPT (b) (6) (NSASP CO) as customer
 - o 1 GS 15 NDW N-code leader as selecting official rep: (b) (6), NDW N9
- Round 2 Interview
 - o (b) (6) (for continuity and continued advice to NDW ED, selecting official)
 - o Ms. Joseph, (b) (6) or (b) (6) (Total Force Director, NAVFAC HQ)
 - o NDW ED, (b) (6)
 - o NDW COS, CAPT (b) (6)
 - o HRD/ Acting N1, (b) (6)
- Round 3 Interview with RADM (b) (6)
- Reference checks conducted by (b) (6)
- Post selection, NDW ED will email entire command about selection. NDW ED will send additional email to EEO staff to explain the selection process in more detail. (Please let me know if you think additional personnel need to have additional transparency on selection process).

Please note that I am realigning the EEO Director in NDW to the ED. I will be sending an email to Mr. Bridges this afternoon to notify him of this change, and will follow it up later this week with notification to the workforce. I think it would still be wise to include the NDW N1 in the interview process as N1 has been supervising this position for several years. (b) (5)

Once you are in concurrence with the panel, (b) (6) will reach out to the panel members to coordinate.

Thanks again and I look forward to filling this position with a top-notch individual!

V/r

(b) (6)

(b) (6)

Executive Director
Naval District Washington
202- (b) (6)

From: (b) (6) N CIV USN (USA) <(b) (6) .civ@us.navy.mil>

Sent: Friday, April 1, 2022 3:41 PM

To: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6) .civ@us.navy.mil>

Cc: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6) .civ@us.navy.mil>

Subject: Selection Official for NDW EEO Director

Good Morning (b) (6)

(b) (5)

(b) (5)

NDW is having some environmental challenge and under a great deal of scrutiny right now. Anything we can do to garner the trust of the workforce and avoid the perception of bias, pre-selection, stereo typing, discrimination etc. should be highly considered. If you decide to not adopt my advisory or any alternatives provided the panel chair, please let me know. Thanks.

V/r

(b) (6)

"The difference between ordinary and extraordinary is a little something Extra."

(b) (6)

Director, Civilian Human Resources (BS052)
Commander, Navy Installations Command
716 Sicard Street SE, Suite 203
Washington Navy Yard, DC 20374-5140
Work Phone: (202) (b) (6)

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(b) (6)

CIV USN COMNAVDIST DC (USA)

From: (b) (6) CIV USN CNIC WASHINGTON DC (USA)
Sent: Wednesday, September 28, 2022 3:50 PM
To: (b) (6) CIV USN COMNAVDIST DC (USA)
Subject: RE: Selection Official for NDW EEO Director
Attachments: ST-11661126-22-CLH (CNIC NDW DDEEO WNY DC) - Panel Info Sheet 28 September 2022.pdf
Signed By: (b) (6) @navy.mil

Hi (b) (6)

See attached revision. Let me know how I can help further, thanks!

Very Respectfully,

(b) (6)

Director, EEO/D&I
U.S. Department of the Navy
Commander, Navy Installations Command (CNIC)
Equal Employment Opportunity/Diversity & Inclusion N00EO
716 Sicard Street, Bldg 111
Washington, DC 20388
☎ 202-(b) (6) – Cell
(b) (6) .civ@us.navy.mil

[Is your record correct? Check in MyBiz+:](https://compo.dcpds.cpms.osd.mil/) <https://compo.dcpds.cpms.osd.mil/>

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From: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6) .civ@us.navy.mil>
Sent: Wednesday, September 28, 2022 12:24 PM
To: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6) .civ@us.navy.mil>
Subject: RE: Selection Official for NDW EEO Director

Looks great!! Only tweak is for the panel- can you change the "Selecting official representative" to be (b) (6) ? I don't plan on sitting in on the first panel, only the second round. The other document is perfect.

From: (b) (6) N CIV USN CNIC WASHINGTON DC (USA) <(b) (6) .civ@us.navy.mil>
Sent: Wednesday, September 28, 2022 12:21 PM
To: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6) .civ@us.navy.mil>
Cc: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6) .civ@us.navy.mil>
Subject: RE: Selection Official for NDW EEO Director

Good afternoon (b) (6)

I've completed the Panel selection form and Panel criteria forms as requested. Please review and, if you have no further edits/comments/questions, could you please send to (b) (6)? Thank you!

Very Respectfully,

(b) (6)

Director, EEO/D&I
U.S. Department of the Navy
Commander, Navy Installations Command (CNIC)
Equal Employment Opportunity/Diversity & Inclusion N00EO
716 Sicard Street, Bldg 111
Washington, DC 20388
☎ 202-(b) (6) – Cell
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From: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6).civ@us.navy.mil>

Sent: Wednesday, September 28, 2022 11:16 AM

To: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6).civ@us.navy.mil>; (b) (6),
(b) (6) CIV USN (USA) <(b) (6).civ@us.navy.mil>

Subject: RE: Selection Official for NDW EEO Director

(b) (6), (b) (6) -

Here are the updates we discussed:

Round 1 – HR Career Program Panel

- Resume Review
- Rate/ Rank
- Interview
- Provides top 3 candidates not in any order to the selecting official

Round 1 members:

- (b) (6)
- (b) (6)
- (b) (6)
- (b) (6)

Round 2

- Fit

- Leadership style
- Background
- Speaking style

Round 2 members:

- NDW ED
- NDW HRD
- NDW COS

(b) (6) – reference checks

(b) (6) is completing the forms for the needs and panel information

Command needs- verbal/ written skills, data analysis/ presentation, ability to be proactive in identifying trends and recommendations to management (e.g. command wide training, changes to a process, etc.)

Post selection NDW ED will email All Hands to communicate selection.

Thank you for your support!

V/r

(b) (6)

From: (b) (6) CIV USN (USA) <(b) (6).civ@us.navy.mil>
Sent: Tuesday, May 3, 2022 6:37 AM
To: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6).civ@us.navy.mil>
Cc: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6).civ@us.navy.mil>
Subject: RE: Selection Official for NDW EEO Director

PERFECT!!

We are here to support.

V/r

(b) (6)

From: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6).civ@us.navy.mil>
Sent: Monday, May 2, 2022 2:46 PM
To: (b) (6) CIV USN (USA) (b) (6).civ@us.navy.mil>
Cc: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6).civ@us.navy.mil>
Subject: RE: Selection Official for NDW EEO Director

(b) (6)

Thanks again for your advice and support on this critical hiring. (b) (6) and I have discussed at length and agreed to the below. Are you comfortable with this plan for the interview panels/ recruitment process?

- Resume/ Round 1 Interview Panel:
 - o Panel chair: (b) (6)
 - o GS 14/15 260/360 SME outside of CNIC: (b) (6)

- 2 GS 14/15 equivalent one as command rep, another that NDW supports: (b) (6) (NDW OGC team) as command rep; CAPT (b) (6) (NSASP CO) as customer
- 1 GS 15 NDW N-code leader as selecting official rep: (b) (6), NDW N9
- Round 2 Interview
 - (b) (6) (for continuity and continued advice to NDW ED, selecting official)
 - Ms. Joseph, (b) (6) or (b) (6) (Total Force Director, NAVFAC HQ)
 - NDW ED, (b) (6)
 - NDW COS, CAPT (b) (6)
 - HRD/ Acting N1, (b) (6)
- Round 3 Interview with RADM Lacore
- Reference checks conducted by (b) (6)
- Post selection, NDW ED will email entire command about selection. NDW ED will send additional email to EEO staff to explain the selection process in more detail. (Please let me know if you think additional personnel need to have additional transparency on selection process).

Please note that I am realigning the EEO Director in NDW to the ED. I will be sending an email to Mr. Bridges this afternoon to notify him of this change, and will follow it up later this week with notification to the workforce. I think it would still be wise to include the NDW N1 in the interview process as N1 has been supervising this position for several years. (b) (5)

Once you are in concurrence with the panel, (b) (6) will reach out to the panel members to coordinate.

Thanks again and I look forward to filling this position with a top-notch individual!

V/r

(b) (6)

(b) (6)

Executive Director
Naval District Washington
202- (b) (6)

From: (b) (6) CIV USN (USA) (b) (6) .civ@us.navy.mil>
Sent: Friday, April 1, 2022 3:41 PM
To: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6) .civ@us.navy.mil>
Cc: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6) .civ@us.navy.mil>
Subject: Selection Official for NDW EEO Director

Good Morning (b) (6)

(b) (5)

(b) (5)

NDW is having some environmental challenge and under a great deal of scrutiny right now. Anything we can do to garner the trust of the workforce and avoid the perception of bias, pre-selection, stereo typing, discrimination etc. should be highly considered. If you decide to not adopt my advisory or any alternatives provided the panel chair, please let me know. Thanks.

V/r

(b) (6)

"The difference between ordinary and extraordinary is a little something Extra."

(b) (6)

Director, Civilian Human Resources (BS052)
Commander, Navy Installations Command
716 Sicard Street SE, Suite 203
Washington Navy Yard, DC 20374-5140
Work Phone: (202) (b) (6)

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(b) (6)

CIV USN COMNAVDIST DC (USA)

From: (b) (6) CIV USN CNIC WASHINGTON DC (USA)
Sent: Wednesday, September 28, 2022 3:56 PM
To: (b) (6) CIV USN (USA); (b) (6) CIV USN
COMNAVDIST DC (USA)
Subject: RE: Request for completion of Panel documents - Equal Employment Manager (DDEEO),
GS-0260-13, CNIC, WNY, DC / 389726
Attachments: ST-11661126-22-CLH (CNIC NDW DDEEO WNY DC) - Panel Info Sheet 28 September
2022.pdf; ST-11661126-22-CLH (CNIC NDW DDEEO WNY DC) - SELECTING OFFICIAL
REQUIREMENTS 28Sep22.pdf
Signed By: (b) (6) @navy.mil

Hi (b) (6)

Thanks very much! For your FYI, I've sent the panel doc sheets completed back to Ms. (b) (6) per her revision to be sent to (b) (6). I would send, but I think it is for the selecting official (or their designee) to complete and send. See attached, and let me know how I can assist.

Very Respectfully,

(b) (6)

Director, EEO/D&I
U.S. Department of the Navy
Commander, Navy Installations Command (CNIC)
Equal Employment Opportunity/Diversity & Inclusion N00EO
716 Sicard Street, Bldg 111
Washington, DC 20388
☎ 202-(b) (6) – Cell
(b) (6) .civ@us.navy.mil

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From: (b) (6) CIV USN (USA) <(b) (6) .civ@us.navy.mil>
Sent: Wednesday, September 28, 2022 3:35 PM
To: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6) .civ@us.navy.mil>; (b) (6)
(b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6) .civ@us.navy.mil>
Subject: RE: Request for completion of Panel documents - Equal Employment Manager (DDEEO), GS-0260-13, CNIC,
WNY, DC / 389726

(b) (6) I am available to discuss anything in the ED's absence next week.

Respectfully,

(b) (6)

Director, Human Capital Management

Office: 202 (b) (6)

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From: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6).civ@us.navy.mil>

Sent: Tuesday, September 27, 2022 4:38 PM

To: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6).civ@us.navy.mil>

Cc: (b) (6) CIV USN (USA) <(b) (6).civ@us.navy.mil>

Subject: RE: Request for completion of Panel documents - Equal Employment Manager (DDEEO), GS-0260-13, CNIC, WNY, DC / 389726

Hi (b) (6)

Do we still have the same people available to be panel members? Also, are we still going forward with a 3-tier panel? I am available tomorrow before 11:00am or after 1:30. I might be able to squeeze some time in after 11:30 – 11:45 as well. Please let me know.

Very Respectfully,

(b) (6)

Director, EEO/D&I

U.S. Department of the Navy

Commander, Navy Installations Command (CNIC)

Equal Employment Opportunity/Diversity & Inclusion N00EO

716 Sicard Street, Bldg 111

Washington, DC 20388

☎ 202-(b) (6) – Cell

(b) (6).civ@us.navy.mil

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From: (b) (6) CIV USN COMNAVDIST DC (USA) (b) (6).civ@us.navy.mil>

Sent: Tuesday, September 27, 2022 1:51 PM

To: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6).civ@us.navy.mil>

Cc: (b) (6) CIV USN (USA) <(b) (6).civ@us.navy.mil>

Subject: FW: Request for completion of Panel documents - Equal Employment Manager (DDEEO), GS-0260-13, CNIC, WNY, DC / 389726

Hey (b) (6)

Can you sync on this? Need to make sure you are still running the panel, etc. I'll send you a meeting invite for tomorrow!

V/r

(b) (6)

From: (b) (6) CIV USN OCHR SPC OPS CEN MS (USA) (b) (6) .civ@us.navy.mil>
Sent: Friday, September 23, 2022 11:44 AM
To: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6) .civ@us.navy.mil>
Cc: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6) .civ@us.navy.mil>; (b) (6) CIV USN OCHR SPC OPS CEN MS (USA) <(b) (6) .civ@us.navy.mil>; (b) (6) CIV USN OCHR SPC OPS CEN MS (USA) <(b) (6) .civ@us.navy.mil>
Subject: Request for completion of Panel documents - Equal Employment Manager (DDEEO), GS-0260-13, CNIC, WNY, DC / 389726

Good morning (b) (6)

The announcement for subject vacancy was announced to the HR and EEO Community today Friday, September 23, 2022. The anticipated certificate issuance date is Monday, October 10, 2022.

The certificate, resumes and all panel paperwork will be issued to the Panel Chair, Ms. (b) (6). In an effort to expedite the panel process and ultimately the selection, please complete the attached forms NLT Friday, September 30, 2022 and return to me:

~Panel Info Sheet (advise of panel member and alternates (highlighted in yellow)

~Selecting Official Requirements (Synopsis of Needs)

Note: Please be advise that the attached Panel Info Sheet and attached Selecting Official Requirements are required to be completed and returned prior to issuance of certificates. Please do not alter forms other than to add requested information. You may have to convert to Word to edit then save as PDF. Please return in PDF.

The recruiter for this action is (b) (6). (b) (6) can be reached via e-mail at (b) (6) .civ@us.navy.mil or phone 228-(b) (6).

Should you have any questions or concerns please do not hesitate to call/email (b) (6).

From: (b) (6) CIV USN OCHR SPC OPS CEN MS (USA)
Sent: Friday, September 23, 2022 6:34 AM
Cc: (b) (6) CIV USN OCHR SPC OPS CEN MS (USA) <(b) (6) .civ@us.navy.mil>
Subject: Multiple Human Resources Career Program (HRCP) Vacancy Announcements

BCC: OCHR Principal, OCHR Program Managers, Ops Center Directors, Ops Center Deputy Directors, Code 50, DCHR, DCHR Deputies & Alternates, HRDs, HRD's-Deputies, HRD Satellite Managers, DEEO, DDEEO

Good Morning/Afternoon/Evening HR and EEO Community,

The vacancy announcement for the Human Resources Officer (Satellite Manager) position at U.S. Marine Corps (USMC), Marine Corps Recruit Depot, San Diego/Western Recruiting Region, San Diego, CA opened today Friday, September 23, 2022 and will close on Thursday, September 29, 2022.

Please see below for additional information:

- * Job Announcement Number: ST-11656805-22-DM
 - * Job Announcement Title: Human Resources Officer, GS-0201-13
 - * Opening/Closing Dates: Friday, September 23, 2022 to Thursday, September 29, 2022
 - * Major Claimant: NV27, U.S. Marine Corps (USMC)
 - * Area of Consideration: Current DoD (Perm Comp DoD)
 - VEOA (VEOA)
 - 30% Disabled Veterans (30% DV)
 - ICTAP (ICTAP)
 - Individuals with Disabilities, Schedule A (Disabled/Sch A)
 - Interchange Agreement (Interchange)
 - Certain Land Management Agency Employees (Land Mgmt)
 - Base Management (Base Mgmt)
 - Priority Placement Program (PPP), DoD Military Spouse Preference (MSP)
- Eligible (MilSpouse Pref)
- Appointment of Military Spouses (Executive Order 13473) (EO 13473)
- Competitive Reinstatement to Higher Grade Level (Comp Reinst)
- Noncompetitive Reinstatement to Same or Lower Grade Level (NC Reinst
- Same)
- Noncompetitive Reinstatement to Higher Grade Level (NC Reinst Higher)

Link to USAJobs Announcement:

<https://www.usajobs.gov/GetJob/ViewDetails/679274600>

The vacancy announcement for the Equal Employment Manager (DDEEO) position at Commander, Navy Installations Command (CNIC), Commander, Navy Region (CNR) Naval District Washington (NDW), Washington Navy Yard (WNY), District of Columbia (DC) opened today Friday, September 23, 2022 and will close on Thursday, September 29, 2022.

Please see below for additional information:

- * Job Announcement Number: ST-11661126-22-CLH
- * Job Announcement Title: Equal Employment Manager, GS-0260-13
- * Opening/Closing Dates: Friday, September 23, 2022 to Thursday, September 29, 2022
- * Major Claimant: NV52, Commander, Navy Installations Command (CNIC)
- * Area of Consideration: Current Federal (Perm Comp Fed)
 - VEOA (VEOA)
 - 30% Disabled Veterans (30% DV)
 - ICTAP (ICTAP)
 - Individuals with Disabilities, Schedule A (Disabled/Sch A)
 - Interchange Agreement (Interchange)
 - Certain Land Management Agency Employees (Land Mgmt)
 - Base Management (Base Mgmt)
 - Priority Placement Program (PPP), DoD Military Spouse Preference

(MSP) Eligible (MilSpouse Pref)

Appointment of Military Spouses (Executive Order 13473) (EO 13473)
Competitive Reinstatement to Higher Grade Level (Comp Reinst)
Noncompetitive Reinstatement to Same or Lower Grade Level (NC Reinst
Same)
Noncompetitive Reinstatement to Higher Grade Level (NC Reinst Higher)

Link to USAJobs Announcement:

<https://www.usajobs.gov/GetJob/ViewDetails/679008700>

Please ensure the widest dissemination for this vacancy.

v/r

(b) (6)

Supvy HR Specialist

HRCP Senior Level

OCHR Stennis Operations Center

Department of Navy

Email/Teams call: (b) (6) .civ@us.navy.mil

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Markings Removed

(b) (6)

CIV USN COMNAVDIST DC (USA)

From: (b) (6) CIV USN CNIC WASHINGTON DC (USA)
Sent: Wednesday, September 28, 2022 12:21 PM
To: (b) (6) CIV USN COMNAVDIST DC (USA)
Cc: (b) (6) CIV USN CNIC WASHINGTON DC (USA)
Subject: RE: Selection Official for NDW EEO Director
Attachments: ST-11661126-22-CLH (CNIC NDW DDEEO WNY DC) - Panel Info Sheet 28 September 2022.pdf; ST-11661126-22-CLH (CNIC NDW DDEEO WNY DC) - SELECTING OFFICIAL REQUIREMENTS 28Sep22.pdf
Signed By: (b) (6) @navy.mil

Good afternoon (b) (6)

I've completed the Panel selection form and Panel criteria forms as requested. Please review and, if you have no further edits/comments/questions, could you please send to (b) (6)? Thank you!

Very Respectfully,

(b) (6)

Director, EEO/D&I
U.S. Department of the Navy
Commander, Navy Installations Command (CNIC)
Equal Employment Opportunity/Diversity & Inclusion N00EO
716 Sicard Street, Bldg 111
Washington, DC 20388
☎ 202-(b) (6) – Cell
(b) (6) .civ@us.navy.mil

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From: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6).civ@us.navy.mil>
Sent: Wednesday, September 28, 2022 11:16 AM
To: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6).civ@us.navy.mil>; (b) (6) CIV USN (USA) (b) (6).civ@us.navy.mil>
Subject: RE: Selection Official for NDW EEO Director

(b) (6), (b) (6) -

Here are the updates we discussed:

Round 1 – HR Career Program Panel

- Resume Review
- Rate/ Rank
- Interview
- Provides top 3 candidates not in any order to the selecting official

Round 1 members:

- (b) (6)
- (b) (6)
- (b) (6)
- (b) (6)

Round 2

- Fit
- Leadership style
- Background
- Speaking style

Round 2 members:

- NDW ED
- NDW HRD
- NDW COS

(b) (6) – reference checks

(b) (6) is completing the forms for the needs and panel information

Command needs- verbal/ written skills, data analysis/ presentation, ability to be proactive in identifying trends and recommendations to management (e.g. command wide training, changes to a process, etc.)

Post selection NDW ED will email All Hands to communicate selection.

Thank you for your support!

V/r

(b) (6)

From: (b) (6) CIV USN (USA) <(b) (6).civ@us.navy.mil>

Sent: Tuesday, May 3, 2022 6:37 AM

To: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6).civ@us.navy.mil>

Cc: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6).civ@us.navy.mil>

Subject: RE: Selection Official for NDW EEO Director

PERFECT!!

We are here to support.

V/r

(b) (6)

From: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6).civ@us.navy.mil>
Sent: Monday, May 2, 2022 2:46 PM
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Cc: (b) (6) CIV USN CNIC WASHINGTON DC (USA) (b) (6).civ@us.navy.mil>
Subject: RE: Selection Official for NDW EEO Director

(b) (6),

Thanks again for your advice and support on this critical hiring. (b) (6) and I have discussed at length and agreed to the below. Are you comfortable with this plan for the interview panels/ recruitment process?

- Resume/ Round 1 Interview Panel:
 - o Panel chair: (b) (6)
 - o GS 14/15 260/360 SME outside of CNIC: (b) (6)
 - o 2 GS 14/15 equivalent one as command rep, another that NDW supports: (b) (6) (NDW OGC team) as command rep; CAPT (b) (6) (NSASP CO) as customer
 - o 1 GS 15 NDW N-code leader as selecting official rep: (b) (6), NDW N9
- Round 2 Interview
 - o (b) (6) (for continuity and continued advice to NDW ED, selecting official)
 - o Ms. Joseph, (b) (6) or (b) (6) (Total Force Director, NAVFAC HQ)
 - o NDW ED, (b) (6)
 - o NDW COS, CAPT (b) (6)
 - o HRD/ Acting N1, (b) (6)
- Round 3 Interview with RADM Lacore
- Reference checks conducted by (b) (6)
- Post selection, NDW ED will email entire command about selection. NDW ED will send additional email to EEO staff to explain the selection process in more detail. (Please let me know if you think additional personnel need to have additional transparency on selection process).

Please note that I am realigning the EEO Director in NDW to the ED. I will be sending an email to Mr. Bridges this afternoon to notify him of this change, and will follow it up later this week with notification to the workforce. I think it would still be wise to include the NDW N1 in the interview process as N1 has been supervising this position for several years. (b) (5)

(b) (6) Once you are in concurrence with the panel, (b) (6) will reach out to the panel members to coordinate.

Thanks again and I look forward to filling this position with a top-notch individual!

V/r

(b) (6)

(b) (6)
Executive Director
Naval District Washington
202- (b) (6)

From: (b) (6) CIV USN (USA) (b) (6).civ@us.navy.mil>
Sent: Friday, April 1, 2022 3:41 PM
To: (b) (6) CIV USN COMNAVDIST DC (USA) <(b) (6).civ@us.navy.mil>
Cc: (b) (6) CIV USN CNIC WASHINGTON DC (USA) <(b) (6).civ@us.navy.mil>
Subject: Selection Official for NDW EEO Director

Good Morning (b) (5)

(b) (5)

(b) (5)

NDW N1/EO workforce announcing selection, describing interview process and high level deliberations
process for transparency

NDW is having some environmental challenge and under a great deal of scrutiny right now. Anything we can do to garner the trust of the workforce and avoid the perception of bias, pre-selection, stereo typing, discrimination etc. should be highly considered. If you decide to not adopt my advisory or any alternatives provided the panel chair, please let me know. Thanks.

V/r

(b) (6)

"The difference between ordinary and extraordinary is a little something Extra."

(b) (6)

Director, Civilian Human Resources (BS052)
Commander, Navy Installations Command
716 Sicard Street SE, Suite 203
Washington Navy Yard, DC 20374-5140
Work Phone: (202) (b) (6)

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ADVISORY SELECTION PANEL MEMBER INFORMATION SHEET

PANEL DATE: TBD
VACANCY ANNOUNCEMENT NUMBER: ST-11661126-22-CLH
ACTIVITY: CNIC, NDW
PAY PLAN/SERIES/GRADE: GS-0260-13

The following individuals have been designated to participate on this selection panel. The panel has been established to determine which candidate best meets the needs of the command/activity and customer requirements.

OCHR REP:

(b) (6), Deputy Director, OCHR Stennis Operations Center, Phone: (228) (b) (6), email: (b) (6).civ@us.navy.mil

SELECTING OFFICIAL REPRESENTATIVE:

(b) (6), Director, N9 Fleet and Family Readiness, Commander Navy Installations Command (CNIC), Naval District Washington (NDW), Office: (202) (b) (6) email: (b) (6).civ@us.navy.mil

COMMAND REP:

(b) (6), DEEOO, Commander Navy Installations Command (CNIC), Headquarters office: 202-(b) (6), (b) (6).civ@us.navy.mil

CUSTOMER REP:

(b) (6), Associate Counsel, Office of General Counsel, Commander Navy Installations Command (CNIC), Naval District Washington (NDW), Office: 202-(b) (6) email: (b) (6).civ@us.navy.mil

PANEL DATE	
LOCATION OF PANEL	
EEO REPRESENTATIVE	

**ADVISORY SELECTION PANEL
NEEDS/REQUIREMENTS AND KSAs/CHARACTERISTICS FORM
TO BE COMPLETED BY SELECTING OFFICIAL**

PANEL DATE: TBD VACANCY ANNOUNCEMENT NUMBER: ST-11661126-22-CLH ACTIVITY: CNIC, NDW PAY PLAN/SERIES/GRADE: GS-0260-13
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SYNOPSIS OF OCHR NEEDS:

N/A - EEO Position

SYNOPSIS OF COMMAND NEEDS:

Must possess the leadership abilities to support and advance the EEO mission. A successful Deputy EEO Officer will positively influence the organizational culture and uphold and develop procedures to enable the DON and CNIC mission. The candidate provides guidance and supports command leadership in all efforts associated with forging a Model EEO program within the command. The candidate is able to build collaborative and strategic coalitions with a range of customers and ranks. The ability to lead and facilitate change during periods of transformation is fundamental. The successful candidate possesses a breadth of EEO knowledge and technical experience to lead a multiple functional within an EEO Office.

SYNOPSIS OF CUSTOMER NEEDS:

The incumbent will provide Strategic advice and guidance to managers, supervisors and others in the area Equal Employment Opportunity (EEO) roles and responsibilities. In that role it is critical incumbent is able to understand EEO laws and communicates applicable agency policies and procedures. Selectee will be a solid practitioner able to manage and execute EEO functions related to complaints processing, matters associated with sexual harassment/hostile work environment, diversity and inclusion, barrier analysis and completion of MD-715 efforts and reasonable accommodation.

A successful candidate needs strong leadership skills combined with strong technical EEO expertise to properly influence decision makers in areas of dispute resolution, opportunities to resolve through alternative dispute resolution avenues, special emphasis program employment strategies, and reasonable accommodation requirements and efforts. The candidate sees the "big picture" in EEO in order to proactively articulate and execute EEO laws and federal/DoD/DON/OCHR/CNIC policies and initiatives. The candidate should be able to successfully navigate the complex environments within the command and be able to collaborate across organizational boundaries to forge strategic relationships. The selectee demonstrates business acumen in his/her approach to managing and resolving operational issues.

Possesses experience that reflects the ability to operate independently and develop/maintain effective working relationships with local and geographically dispersed serviced commands, command headquarter personnel, and colleagues in the EEO Community (DOD/DON personnel, DCHR Offices, and DON Headquarters, etc). The candidate must possess strong leadership abilities to lead and motivate staff, support and guide staff on technical issues and initiatives, positively influence the organizational culture, and to promote an esprit de corps to achieve and maintain a high level of employee and management engagement. The ideal candidate demonstrates ability to evaluate program operations and improve business practices and manage and execute personnel management support to multiple foreign labor programs. Selectee possesses a high degree of diplomacy and tact and illustrates good verbal and writing skills to be able to communicate and address complex matters with all levels of management.

NEEDS/REQUIREMENTS AND KSAs :

The Deputy Director, EEO must:

- Advises leadership and management in the development and implementation of anti-discrimination procedures, policies, and practices. In addition, they ensures that leadership and management creates a work environment free from harassment and discrimination, for all applicants and employees.*
- Gathers trends and compile data for analysis to provide EEO, harassment, and anti-discrimination training.*
- Fosters critical communications on performance by providing guidance and recommendations to leadership by creating an affirmative employment program that ensures compliance of EEOC requirements, which demonstrates a commitment from agency leadership, integration of EEO into the agency's strategic mission, management and program accountability, proactive prevention of unlawful discrimination efficiency, and legal responsiveness and compliance for the Agency.*
- Critical thinking by evaluating barriers to enhance employment and retention, patterns of EEO complaints, workforce disputes by facilitating an operational environment with optimal alternative dispute resolution capabilities, reasonable accommodation requirements, and minimal discrimination complaints in order to cultivate the existence of a supported and cooperative workforce.*